



*Our Lady of the Angels Primary School
Parents and Friends Association*

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AGM Meeting Minutes

Wednesday 20th February 2019

7:00pm

Prayer & Welcome: Meeting commenced 7:05pm

Present

Eva La Rocca	Stephen Gauchi	Kara Gergely-Hollai
Katie Mandarano	Ana Ribeiro	Marion Vickers
Alison Streater	Kellie Owen	Donna Xereub
Anna Farrugia	Matthew Bond	
Kylie Terzo	Katrina Mazza	

Apologies

Kelly Cleary, Leanne Wallis, Taryn McGrath

MINUTES FROM PREVIOUS MEETING

Corrections: Nil

Accept minutes: Kylie Terzo

Second minutes:

PRESIDENTS REPORT

1. School Uniform Sports Long Sleeve Request & Leotards for Gymnastics Gala

- The idea of long sleeve sports shirts was visited, but it was decided that the uniform will remain as a short sleeve shirt with the jacket. All classrooms are climate controlled and the when outside the students are actively moving.

2. Fiesta Proceedings School Community Enquiry

- Eva spoke to Fr Warren regarding the points raised at the last P&F meeting. He advised the school would not be receiving any funds raised as the contribution from the school was the White Elephant stall. Eva spoke of how we are blessed to be connected with such a Sacred and Holy space, and as a school community will

continue to support the Fiesta.

- It was suggested that in the coming year/s the communication regarding the Fiesta will need to be clearer as it was noted that on raffle tickets and communications that the fundraising was for Parish and schools, leading the community to believe the school would receive a portion of funds raised.

3. Melbourne Cup

- The major fundraising event of last year. A total of \$3,731.10 was raised.
- Thank you to all the families that supported the event, special thanks to Luca Mazza, (sold 520 tickets himself) and his family for his amazing efforts and getting his class the Pizza Party for selling the most tickets – The TimeZone voucher received was used recently and Katrina was grateful.

4. Family Photos

- Family photos took place in November.
- As previously agreed the donation of \$50 was made to the Friary for use of their grounds. The donation was made on behalf of the school community.

5. Showbags Donation

- All excess items that remained from Fiesta 2017 have all been donated to the school dignity drive at the end of last year.

6. Swimming Carnival

- Refreshments were supplied by the P&F and distributed successfully at the event.
- The school is grateful for the parent helpers; the carnival was a great event. A special Thank You to Monique Falzon and Prasangi Guneseekara.

7. Christmas Concert

- Sarah Burgess/Anna Farrugia thank you for organising her uncle to play Santa.
- The end of year Christmas Concert was a great community gathering.

8. Donation's Register

- A donations register has been created to register all donations received to the P&F, this includes cash, vouchers anything that is added to the cash tin. This is for transparency to ensure donations are clearly identified and also show when and how these donations were used.

9. Tea and Tissue

- The event was well received by the Kindy parents and this will be organized to the years to come. Once again thank you for the parents that volunteered.

10. Friday Special Treats

- This will continue as usual, until there is an update on the canteen.

11. Mother's Day Store & Morning Tea

- Mother's Day stall is planned for Wednesday 8th May
- Mothers Day Morning Tea is planned for Friday 10th May

- The committee is already looking at sourcing the Mother's Day gifts.

12. Second-hand Uniform / Stocktake Sale

- Flash sales have worked very well last year, this year we will have a Stocktake sale to clear the second-hand uniforms
- Sales planned for Friday 15th and 22nd March at assembly.

13. Fun Run for OLA 10-year celebration

- P&F is proposing a fun run in conjunction with the celebration of 10 years since the opening of the school. More details to come.

PRINCIPALS REPORT

- Thank you to the P&F and parents for the support to the school community this past year.
- Front of the school work was completed and it is looking good for the start of the new schooling year.
- Over the holidays, OLA spent a considerable amount of money on the grounds - including \$65,000 to fix the Oval, \$30,000 for the front artificial grass and purchase of a ride on lawn mower. These improvements will benefit OLA students for many years to come.
- We welcomed 25 Santa Sophia students, and happily host their first classrooms (in the old purple demountable). The opening of Santa Sophia is a lovely story like history repeating itself 10 years ago OLA was opening in OLOR the same way Santa Sophia is now opening in our ground. It is a great way for the school to give it back the generosity that was offered at the beginning of our school.
- The survey went out to OLA parents regarding the canteen, 44% opted for a full-time canteen, and the remaining was split between the other remaining options, Monday/Fridays and Leave as Current Arrangement. Following the community's response, the tender will be put out to the public and appropriate protocol following CEDP guidelines will be met.
- The celebration of the 10th Anniversary of OLA is scheduled to occur at the end of term 3. Some proposed ideas include a concert performance, family picnic event (either at Bella Vista Farm or Fagan Park) school will invite business to run little sports clinic on the day to make the day as enjoyable for families and involve as many families within the community as possible.
- A school song to be created, with external support ie Andrew Chinn.
- Week 6 Catholic Schools Week - The school will be open to the public on Tuesday, for visiting prospect families. It is an opportunity to show case the work we do, this is initiative of the catholic Education which OLA will be supporting. We will also be running the Numeracy program so parents can clarify how mathematics is taught at our school – in response to parents contacting the school with queries with how Mathematics is being taught, and wanting to be able to support their children.
- Thursday it will be the rug reading, with STEM activities.
- 5th March Kinder 2020 information night at 7pm
- Newsletter has been changed to fortnightly – this has had positive impact.
- The welcome night has been changed to only Kinder families and new families to the school. The class liaison families were also invited to attend. The night and the sausage sizzle ran smoothly. As the school becomes larger, it was felt that the night was becoming too hectic to manage and the school community was able to welcome the new families in a calmer environment.

TREASURERS REPORT

Nov - Dec 2018	Income	Expense	Balance
Melb Cup Prize - V Leser		\$ 2,000.00	
Melb Cup Prize - I Cpsgrove		\$ 500.00	

Melb Cup Prize - K Mazza		\$ 500.00	
Melb Cup Prize - N Browne		\$ 500.00	
Alison Streater Reimb - Melb Cup Print News Corp		\$ 100.50	
Alison Streater Reimb - Melb Cup Class Prize		\$ 40.00	
Melbourne Cup Fundraiser Deposit 1	\$ 2,750.00		
Melbourne Cup Fundraiser Deposit 2	\$ 2,290.00		
Melbourne Cup Fundraiser Deposit 3	\$ 1,535.00		
Melbourne Cup Fundraiser Deposit 4	\$ 746.60		
Melbourne Cup Fundraiser Deposit 5	\$ 50.00		\$ 3,731.10
Treats 2/11	\$ 280.25		
Treats 9/11	\$ 272.20		
Treats 26/10	\$ 259.35		
Treats 26/10	\$ 20.00		
Treats 16/11	\$ 158.50		
Treats 23/11	\$ 153.60		
Treats 23/11	\$ 29.75		
Treats 30/11	\$ 109.85		
Treats 30/11	\$ 97.50		
Alison Streater Reimb - Treats /Kindy Orientation		\$ 170.95	\$ 819.35
Photo Day 11/11 Deposit 1	\$ 425.00		
Uniform Sale 6/11	\$ 605.00		
Melissa Strong Reimb - Sundries (sauce)		\$ 35.00	
Taryn McGrath Reimb - Treats		\$ 179.82	
Taryn McGrath Reimb - Treats		\$ 90.00	
Anna Farrugia - Tea & Tissues		\$ 14.00	
Alison Streater - Treats & Xmas lollies		\$ 87.73	
OLA School Reimb - School Leotards		\$ 587.80	
Interest Credit	\$ 3.62		
Photo Day 11/11 Deposit 2	\$ 20.00		\$ 59.27
Treats 12/02/19	\$ 232.35		
	\$ 27,479.16	\$ 35,468.09	\$ (7,988.93)
			-29%
Balance in Bank as of 19/02/2019	\$ 23,986.85		

Petty Cash Float	\$ 80.00
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- Financials were all reviewed and audited in January 2019. No major discrepancies found within the last year. Items questioned include:
 - The use of three Cash Receipt books. We will aim to use just 1 moving forward, however at times, 1 book could be located in the Canteen for Special Treats cash receipts, and another with Cash received the previous week.
- Petty Cash Report to be used at each event the Petty Cash tin is present – even when the Petty Cash tin is not used.
- The variances between coins counted at Coin Machine within the school office and

the automatic Coin Counter machine at the Commonwealth Bank. This is due to foreign coins, the school machine counts these coins, however the CBA machine rejects the coins – hence the slight variances between the counts. The discrepancies were minimal cents.

- For further details regarding the Review, please contact The Treasurer Anna Farrugia via email: olapfc@gmail.com
- We welcome the support of any registered Accountant within our school. If you would like to offer your services and support the P&F in the next Review please contact Anna via the above email.

AGM

Thank you to the current committee, President Alison Streater, Former Vice President Taryn McGrath, Treasurer Anna Farrugia and Secretary Ana Ribeiro. The school appreciates the time and effort dedicated to the P&F over 2018.

All positions were opened.

New Committee elected for 2019

President – Alison Streater
Vice President – Marion Vickers
Treasurer – Anna Farrugia
Secretary – Kara Gergely-Hollai

General Business

Kellie Owen wanted to clarify that had the school supported the Fiesta, particularly by co-organising, the sharing of the proceeds may have been possible. Continuing like the previous two years when the previous P&F co-organised the event, and as encouraged by Fr Warren, if the school co-organised the event, the proceeds could be split to reflect these efforts.

Alison reminded those in attendance that the P&F / school had supported the Fiesta like the last two years except for the organizing of the entire event. Alison reiterated her announcement at the P&F meeting in May that she personally was unable to commit the level of time to organise the event like previous P&F. This was the case for the other P&F executive team also. However they would support it in all other ways. Also noting that each week the P&F asked for volunteers using school newsletter, email and social media.

Katrina Maza suggested that it should have been put to the community for someone to organise the Fiesta, representing the school. She said that she would have done this, had it been put out. Alison suggested that when it was announced that she and the P&F team could not commit to organise the event at the P&F meeting in May, someone could have volunteered themselves.

Kellie suggested that she had received feedback that if people had known the school would not be receiving funds then they wouldn't have supported the Fiesta as much as they did. Alison confirmed this was feedback from some community members and that this was their personal choice to make. Matthew Bond suggested that this was then for the P&F to encourage these people to become more involved in the Parish. Alison said everyone is to make their own personal choice.

Belinda also mentioned the issue arising from not being clear that all funds raised go to the Parish for businesses particularly those like Lions club.

Alison concluded by the discussion by saying that communication of the Fiesta would need to be clear for the future to avoid any misunderstanding.

MEETING CLOSED: 8.05pm

NEXT MEETING: Wednesday 22 May 2019